

# Regional Business License and Permits Program



WASHOE COUNTY  
HEALTH DISTRICT  
ENHANCING QUALITY OF LIFE

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## AGENDA Regional Business License and Permits Program Oversight Group Special Meeting Thursday, July 14, 2016 – 10:00 AM

City Of Reno  
One East First Street  
7<sup>th</sup> Floor Caucus Room  
Reno, NV 89501

### Oversight Group

Reno City Manager - Andrew Clinger  
Sparks City Manager - Steve Driscoll  
Washoe County Manager - John Slaughter  
District Health Officer - Kevin Dick

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**Public Notice:** This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall, One East 1st Street, Reno, NV; Washoe County Administrative Office, 1001 East 9<sup>th</sup> Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; Washoe County Health District, 1001 East 9<sup>th</sup> Street, Reno, NV; Washoe County Downtown Reno Library, 301 South Center Street, Reno, NV; Evelyn Mount Northeast Community Center, 1301 Valley Road, Reno, NV; McKinley Arts and Culture Center, 925 Riverside Drive, Reno, NV; Reno Municipal Court, One South Sierra Street, Reno, NV; and Reno-Sparks Convention and Visitors Authority, 4001 South Virginia Street, Suite G, Reno, NV. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at the following websites: [www.washoecounty.us/technology](http://www.washoecounty.us/technology); [www.reno.gov](http://www.reno.gov); [www.cityofsparks.us](http://www.cityofsparks.us), and NRS 232.2175 at <https://notice.nv.gov/>.

**Accommodations:** Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the City Clerk's Office at (775) 334-2030 in advance so that arrangements can be made.

**Supporting Material:** Support materials are posted on the respective websites when they are provided to the governing body or, if provided during a meeting, support materials will be posted on the websites within 24 hours after the conclusion of the meeting. To obtain further documentation regarding posting and support materials please contact Ashley Turney, City Clerk, One East 1st Street, Reno, NV 89505, (775) 334-2030, [turneya@reno.gov](mailto:turneya@reno.gov). Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Oversight Group.

**Order of Business:** Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed as a block, or removed from the agenda. Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

**Public Comment:** A person wishing to address the Oversight Group shall submit a "Request to Speak" form to the presiding officer. Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. The presiding officer may prohibit comment if the content is willfully disruptive of the meeting by being repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. Any person making willfully disruptive remarks while addressing the Oversight Group or while attending the Oversight Group meeting may be removed from the room by the presiding officer, and the person may be barred from further audience before the Oversight Group during that session of the Oversight Group meeting. See Nevada Attorney General Opinion No. 00-047 (April 27, 2001); Nevada Open Meeting Law Manual, § 8.05.

In addition, any person willfully disrupting the meeting may be removed from the room by the presiding officer. See NRS 241.030(4)(a); RMC §§ 8.12.024, 8.12.027. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of the Oversight Group, staff, or meeting participants.

**A. Roll Call**

**B. Public Comment** – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(7).

**C. Approval of Agenda (For Possible Action) – July 14, 2016**

**D. Approval of Minutes** – Regional Business License and Permits Program – Oversight Group Quarterly Meeting – June 7, 2016 **(For Possible Action)**

**E. Presentation of the July 1, 2016 Oversight Monthly report** - To include milestones and status of Change Order #4, as presented at the January 21, 2016 Oversight Group meeting.

**F. Update, discussion and possible direction to staff on Payments to Accela** - to make one or more of the monthly payments to Accela as outlined in Change Order #4, based on the overall project plan and associated timelines **(For Possible Action)**

**G. Update on the progress of and results from User Acceptance Testing** - based on the Schedule Dated July 7, 2016

**H. Update, direction and possible direction to staff regarding Accela Citizen Access** - To include Citizen tutorials, Media announcements and Communication Plan **(For Possible Action)**

**I. Update and possible direction to staff regarding the Technology Fee imposed by each entity.** **(For Possible Action)**

**J. Update and possible discussion on contract approvals at each governing body for ePayment credit card provider Official Payments Corporation (OPC).**

**K. Update and possible discussion on each governing body's review and approval of the Interlocal Agreement for Access to Nevada's Business Portal (SilverFlume) with the Nevada Secretary of State's Office**

**L. Discussion and possible action to set a special meeting of the Oversight Group for Monday, August 15, 2016 starting at 3:30 p.m., and to set the location of the meeting, based on Oversight availability.** **(For Potential Action.)**

**M. Announcements/Reports/Updates** - Oversight Group member announcements/

reports/updates from members concerning the regional business license and permits project. Requests for information and any ideas and suggestions for the project.

**N. Identification of future agenda items (For Possible Action)**

**O. Public Comment** – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(7).

**P. Adjournment (For Possible Action)**